

Purpose

This policy has been written to inform employees and leaders of the different compensation options available for employees.

Policy

All compensation rules and policies for UDOT are in conformance with DHRM Rule R477-7, Compensation. Compensation issues not covered in this practice can be found in that rule. This policy is intended to outline areas which may need additional discussion for more clear understanding.

1. Probationary Increases

Probationary increases as defined under previous DHRM Rules no longer exist as of June 28, 1997. However, managers and supervisors have the option of approving an Administrative Salary Increase of one step for new employees who were hired at the first step of the range and who are on the first step six months or 180 days later. New employees hired above the first step of the range are not eligible for this increase. Probationary increases may be given after 6 months of permanent employment. Employees in AL status will not receive probationary increases.

2. Promotions and Reclassifications

Employees promoted or reclassified to a position with a salary range exceeding their current salary range maximum by one salary step are eligible to receive a salary increase of one salary step. Employees promoted or reclassified to a position with a salary range exceeding their current salary range maximum by two salary steps are eligible to receive a salary increase of two salary steps. Employees who are promoted or reclassified to a position with a salary range exceeding their current salary range maximum by three or more salary steps are eligible to receive a salary increase of a minimum of two salary steps and a maximum of four salary steps.

Employees may not be placed higher than the highest salary step or lower than the beginning salary step in the new salary range unless they are in a longevity status.

Employees who remain in longevity status after a promotion or reclassification shall retain their salary by being placed on the corresponding longevity step.

3. Administrative Salary Increases (ASI)

The Administrative Salary Increase provides management with the ability to increase an employee's salary without classification or related action. DHRM Rules allow employees to be eligible to receive one or more steps up to the maximum of their salary range providing the agency has sufficient funds within their annual budget. Requests for ASI's must be in writing and be submitted through the Deputy Director's office for review. There must be a unique reason for the ASI such as exemplary performance, market inequities,

or other special agency conditions or problems. If the ASI is used for probationary increases or on certain career ladder increases based on accepted criteria, the request does not need to be sent through the Deputy Director's office, but can be processed through the Human Resource Office.

The Executive or Deputy Director are the final authority for ASI's including being responsible for challenges or grievances resulting from such increases.

4. Administrative Salary Decreases

Administrative Salary Decreases (ASD) provide management with the ability to decrease an employee's salary for non-disciplinary reasons. DHRM Rules allow salary decreases from one or more steps not to exceed the minimum of the salary range. Requests for ASD's must be in writing and be submitted through the Human Resource Office for review and processing. Such decreases are used for career mobility, reasonable accommodation, special agency conditions or problems or other unique situations or considerations in the agency.

5. Salaries for New Hires

New employees can be placed at any point on the salary range as deemed prudent and appropriate and which does not cause equity concerns with other employees. An offer above the minimum must be approved by the Human Resource Office. Unusual salary offers may require the approval of the Region/Group Leader and/or the Executive or Deputy Director.

6. Salaries for Time Limited Employees (AJ or AL)

Salaries for these positions should be kept at the level that is consistent with the work being performed, the skills of the individual and the salaries being paid permanent staff. All salaries are subject to review and approval by the Human Resource Office.

7. Reassignment

A management initiated action moving an employee from his/her current job to a job with an equal salary range for administrative reasons such as budget constraints, corrective action, or the need to move persons to positions that better utilize their skills.

8. Transfer

A transfer is an employee's voluntary act. The Department will allow UDOT employees to seek and accept UDOT jobs with a lower pay range typically in another class series (i.e., Highway Operations Series, Construction Series, Civil Engineer Series, etc.) than they are presently holding without losing any money with the following stipulations:

- If the employee is selected for a position with a lower pay range, he/she must sign a "Transfer Agreement."

- The employee would not be able to get money for a promotion until he/she is in a position that was at a higher maximum salary range than the one the employee left.
- The employee's present salary step must be in the pay range of the position he/she is seeking.
- It would be management's responsibility to manage the process by selecting the best candidate and not necessarily the employee that wants to move down.

Management may adjust the salary of an employee to one or more lower steps when the employee is reassigned to a position with a salary range with a lower maximum step by following the guidelines for an Administrative Salary Decrease.

9. Demotions

Employees demoted consistent with 05C-31 shall receive a salary reduction of one or more salary steps as determined by the Region/Group Leader with approval of the Executive Director. The Region/Group Leader may move an employee to a position with a lower salary range concurrent with the salary reduction.

10. Emergency Response Pay

FLSA non-exempt employees directed to report for work for the purpose of responding to an emergency request may be paid a work incentive of one half of his/her regular hourly salary rate for the Emergency Response hours attributed to "Excess" in the work week. This incentive will not be paid for hours where the employee has been compensated with 1.5 times regular pay as defined by the Fair Labor Standards Act and administered by the payroll system or for hours where a holiday incentive has been paid.

For the purposes of this policy, an Emergency Response is defined as an unplanned and unforeseen requirement where management directs one or more employees to report to work beyond the normal work schedule when an immediate critical response is required to assure the safety of the motoring public. It also applies to reinstate a major and essential operation of the Department that has been suspended due to unforeseen situations. The Region Director or Group Leader will determine when Emergency Response Pay will be authorized. Responding to snow storms, traffic light outages, most accidents, construction project delays, data processing upgrades and other common overtime situations will not qualify for Emergency Response status.

11. Shift Differential Pay

Divisions of UDOT are authorized, but not required to establish, a shift differential pay plan for employees based on the following criteria:

- There must be sufficient budget to pay the additional costs associated with a shift differential program.
- Any hours eligible for overtime, emergency response, or other additional payments will not be eligible for shift differential pay.

- All hours worked between 8:00 p.m. and 6:00 a.m. will be eligible for shift differential pay, if additional pay is not given for those work hours as noted in the previous bullet. The rate of additional pay will be \$.90 per hour.
- Leaders may choose to discontinue the program at any time, based on budgetary, organizational, or other reasons.
- Employees currently receiving additional compensation for shift work (e.g. Region Two urban station compensation plan) will not be eligible for the shift differential.

Background

This policy is in compliance with the Department of Human Resource Management's rules, and state law.